

REPORTS INVENTORY						CONTROL NO.	
PREPARE IN DUPLICATE						DDS/OTR/SUS-18	
1. TITLE OF REPORT (If a fill-in report include Form No.) End-of-Course Reports						2. TYPE OF REPORT <input checked="" type="checkbox"/> NARRATIVE <input type="checkbox"/> STATISTICAL <input type="checkbox"/> MACHINE-NAME LISTING	
3. FUNCTIONAL AREA		PERSONNEL <input checked="" type="checkbox"/> LOGISTICS <input type="checkbox"/> MEDICAL		TRAINING <input checked="" type="checkbox"/> SECURITY <input type="checkbox"/> FINANCE		ADMIN. GENERAL OTHER (specify)	
4. NO. OF COPIES PREPARED 4 (MTF) 5 (AT)		5. FREQUENCY (weekly, monthly, quarterly, etc.) Irregular		6. DISTRIBUTION (No. of components not number of copies) 2 (EA/TR, ISS)			
7. FORMAT (memorandum, form computer print-out, etc.) Memo		8. ADP PROCESSING <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		9. DIRECTIVE AUTHORITY REQUIRING REPORT OTR Notice 7-68, 12 Mar 68			
10. PREPARING COMPONENT (include lowest level contributing information to report) MTF (and MEDC) AT (and AT/CTF)		11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.) None					
12. COST FACTORS							
A. MANUAL PREPARATION AND REVIEW COSTS							
GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED = COST PER YEAR
15	\$12.80		1	=	\$ 12.80		6 \$ 76.80
15 (2)	12.80		10	=	128.00		13 1664.00
14 (2)	11.00		2	=	22.00		12 264.00
14 (3)	11.00		21	=	231.00		5 1155.00
13	9.10		5	=	45.50		9 409.50
12 (2)	8.00		3	=	24.00		11 264.00
11	6.50		1	=	6.50		12 78.00
7	4.50		4	=	18.00		4 72.00
6	4.00		1	=	4.00		23 92.00
(Continued)							
B. MACHINE-PRODUCED REPORTS							
5	3.60		1	=	3.60		12 43.20
4 (2)	3.20		2	=	6.40		24 153.60
TOTAL COSTS PER YEAR						\$4,272.10	
13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (In addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT. Primary means of informing C/SUS and DTR on current status of course content and administration, student reactions, proposed changes. Provides input (via ISS) into Agency record system of student attendance and course completion. Also provides historical documentation and ready reference for answering customer questions and special studies.							
14. FUTURE GOALS							
GOAL PROPOSED BY COMPONENT FOR THIS REPORT <input checked="" type="checkbox"/> RETAIN AS IS <input type="checkbox"/> CHANGE <input type="checkbox"/> DISCONTINUE <input type="checkbox"/> OTHER (explain)						ESTIMATED SAVINGS MAN-HOURS 0 DOLLARS 0 STAT	
16. DATE OF INVENTORY 28 Sept 70		17. NAME AND TITLE OF PERSON FURNISHING INFORMATION Approved For Release 2006/11/13 : CIA-RDP75-00399R000100140089-5 DC/SUS-AT DC/SUS-MT/TR WTG				18. EXTENSION	